

RULES OF PROCEDURE
CITY OF EVERETT HISTORICAL COMMISSION

ADOPTED: September 9, 1987

As of the effective dates noted above, the Everett Historical Commission, an official part of the Everett City Government, created on May 27, 1987, governed by the Everett City Council under EMC 2.96, adopted ~~May 27, 1987~~ December 8, 2021, is operating under the following rules of procedure.

1. Name

The official name is the “Everett Historical Commission”.

2. Purpose

~~The purpose of the Everett Historical Commission is to promote the public health, safety and welfare in the areas outlined in Ordinance 1385-87, Section 1.~~

The primary responsibility of the Everett historical commission is to identify and actively encourage the conservation of the city’s historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city’s history and historic resources; and to serve as the city’s primary resource in matters of history and preservation. (EMC 2.96.040)

3. Membership

The membership shall be comprised as outlined in ~~Ordinance 1355-87, Section 4.~~ EMC 2.96.020. The historical commission shall consist of nine voting members. Additionally, two individuals may be appointed to serve in the capacity of alternates.

4. Officers – Election and Duties

- a. The Historical Commission shall have two officers, a Chair and Vice Chair, to be elected from the members of the Commission.
- b. The election of officers shall take place annually in the month of January. The term of office shall run until the subsequent election.
- c. In the event of vacancy of any officer position during the term of office, the Historical Commission shall elect a successor from its membership.

- d. Duties of the Chair shall include the following:
 - 1. Preside over meetings, with the exercise of all powers usually incident to the office of Chair, retaining the right to have a vote recorded in all deliberations of the Historical Commission.
 - 2. Appoint adhoc committee(s), as needed.
 - 3. Select a member to chair any meeting the Chair and Vice Chair cannot attend.
- e. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.

5. Meetings

- a. All in person meetings shall be at the ~~Everett City Hall~~ Everett Municipal Building, unless otherwise directed by the Historical Commission Chair.
- b. Regular meetings shall be held on the ~~second Wednesday~~ fourth Tuesday of the month. Regular meetings will begin at ~~7:00 p.m~~ 6:30 p.m. If no meeting is needed, the Chair may cancel the meeting.
- c. All meetings, whether virtual or in-person, shall be open to the public and comply with provisions of the State Open Public Meetings Act (~~RCW 42.030~~ RCW 42.30).

<https://wacities.org/data-resources/open-public-meetings-act-elearning>

Staff Notes:

- **Commission to discuss which section this should be included in.**
- d. When a regular meeting day falls on a holiday, the Historical Commission will convene on a day to be called by the Chair.
- e. Special meetings may be called by the Chair.
- f. Except as modified by these rules of procedure, the latest addition of Robert's Rules of Order shall govern the conduct the meetings.

6. Quorum – Votes – Action

- a. A majority of the current appointed and confirmed members of the Commission shall constitute a quorum for the transaction of business.
- b. Action shall be determined by a simple majority vote of the members present.
- c. ~~Voting shall be by choice~~ Commissioners can vote yes, no, or abstain. A roll call vote may be recorded upon request by any member of the Historical Commission.
- d. Commissioners are expected to recuse themselves from the proceedings when there is appearance or potential conflict of interest.

Staff Notes:

- **Review this language. Look at other documents/handbook for reference. Commissioner Hall to research this.**
- e. At meetings where the commission votes on a matter, and where one regular member is absent and both alternates are present, the voting alternate shall be the one with the longest duration since their last vote on a commission recommendation as the sole voting alternate.

Staff Notes:

- **Discuss how to handle voting by alternates when someone is missing. Is it for the entire meeting or only partial? Look to see what other commissions do.**

7. Staff

- a. The Everett Historical Commission shall utilize the services of the Planning Department and any other city departments as necessary.
- b. The Planning Director or his/her designee, shall conduct official correspondence and provide the chairperson with a copy of such in a timely way, assist in organizing the Commission, organize and supervise the Commission staff, and the clerical and technical work of the Commission to the extent required to administer EMC 2.96.
- c. The Planning Director or his/her designee shall keep ~~minutes~~ summaries of proceedings, showing the action of the Commission upon each question, and

shall keep records of all official actions taken by the Commission, all of which shall be filed in the Planning Department and shall be public records.

8. Agenda

- a. An agenda for each regular meeting shall be prepared by the staff in consultation with the Chair.
- b. The agenda and any accompanying materials shall be mailed to the Historical Commission members one week in advance of the scheduled meeting.
- c. The agenda shall consist at least of the following order of business:
 - 1) Call to order
 - (a) Attendance
 - (b) Acceptance of Agenda
 - (c) Citizen comments for items not on agenda
 - (d) Approval of Minutes or Meeting Notes from previous meeting(s)
 - 2) Work Session and/or Public Hearing topics
 - 3) Work plan updates (if applicable)
 - 4) Next meeting(s) – date(s) and subject(s)
 - 5) Staff and Commissioner comments
 - 6) Adjournment

9. Amendment

The Rules of Procedure may be amended by the following procedure.

- a. Proposed changes presented at a regular scheduled meeting.
- b. A second regular or called meeting at which a vote would be taken.
- c. At least three-quarters of the Historical Commission must be present to vote to change the rules of procedure at the second meeting.

10. Certificate of Appropriateness Procedure

- a. The procedure followed shall be consistent with ~~Ordinance 1355-87~~ EMC 2.96.
- b. The Historical Commission hereby adopts the “Secretary of the Interior’s Standards for Rehabilitation and guidelines for Rehabilitating Historic Buildings” (36 CFR 67) for use in reviewing and making decisions on Certificate of Appropriateness applications.

Staff Notes:

- **Make sure 36 CFR 67 is up to date. Commissioner Gemmer to research this.**

11. Conflict

- a. In the event of a conflict between our stated procedure and city code, city code shall take precedence.

Staff Notes:

- **Discuss adding language stating the most stringent code governs. Should the more stringent code always apply?**
- **Discuss separating code conflict and procedure conflict (a and b).**
- **Commission to do more research to come up with language. Chair Hieb and Vice Chair Morrison to research this.**

Other Notes:

- **Commission to review “committees” section of Planning Commission By Laws and “amendments” section (revision history).**